

COMPLIANCE CHECKLIST**▷ Outpatient Surgical Facilities**

The following Checklist is for plan review of hospital outpatient surgical facilities and ambulatory surgery centers, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (Section 9.5), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Clinic Licensure Regulations 105 CMR 140.000. Applicants must verify project compliance with all the requirements of the Guidelines, Licensure Regulations & Policies when filling out this Checklist, and must include the DPH Affidavit when submitting project documents for self-certification or abbreviated review.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) next to the section title. If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

X = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

E = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

W = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Mechanical, plumbing and electrical requirements are only partially mentioned in this checklist.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Items in *italic*, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:

Dates:

.....

Initial:

Facility Address:

Revisions:

.....

Satellite Name: (if applicable)

DON Identification: (if applicable)

.....

Satellite Address: (if applicable)

.....

Project Reference:

Building/Floor Location:

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.....

.....

.....

OPTIONAL ASSOCIATED SERVICES IN PROJECT (CHECKLISTS ATTACHED)		
<input type="checkbox"/> Medical Clinics / Hosp. Outpatient Depts	<input type="checkbox"/> Outpatient Diagnostic Facilities	<input type="checkbox"/> Endoscopy Suites

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**9.5.A/
PolicyGENERAL

- ☐ Facilities designed for max. 23 hrs patient stay
- ☐ Surgical suite divided into 3 contiguous areas:
- ☐ unrestricted (control point monitoring general access)
 - ☐ semi-restricted (peripheral support spaces)
 - ☐ restricted (operating rooms & immediate support spaces)

9.5.C

PARKING

- ☐ 4 spaces per procedure room
- ☐ 1 space for each staff member
- ☐ Spaces near the entrance for pickup
- ☐ Handicapped parking

- ☐ Lighting of parking lot & approaches to building

140.209

9.5.D

ADMINISTRATION & PUBLIC AREAS

9.5.D1

- ☐ Covered entrance for patient pickup

9.5.D2

- ☐ Lobby area:

- ☐ waiting area
- ☐ convenient wheelchair storage
- ☐ reception/information desk
- ☐ handicapped public toilets

- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)

- ☐ public telephone **or** ☐ convenient office telephone
- ☐ drinking fountain **or** ☐ bottled water dispenser

9.5.D3

- ☐ Interview space
- ☐ sight/sound privacy

9.5.D4

- ☐ Administrative offices:
- ☐ separate from public and patient areas
 - ☐ provide for confidentiality of records
 - ☐ enclose offices for consultation

9.5.D5

- ☐ Multipurpose room(s)

9.5.D6

- ☐ Medical records room

9.5.D7

- ☐ Lockable staff storage

9.5.D8

- ☐ General storage

9.5.E

STERILIZING FACILITIES

- ☐ check if service provided off-site

9.5.E1

- ☐ Soiled workroom:
- ☐ work surface
 - ☐ washer/sterilizer decontaminators

- ☐ Handwashing station
- ☐ Clinical flushing-rim sink
- ☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ negative pressure

9.5.E2

- ☐ Clean assembly/workroom
- ☐ terminal sterilization equipment
 - ☐ space for carts

- ☐ Handwashing station

9.5.E3

- ☐ Clean/sterile supplies

- ☐ Vent. min. 4 air/ch./hr
- ☐ positive pressure
- ☐ Temperature/humidity control

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**9.5F ☐ CLINICAL FACILITIES

- ☐ Pre-operative area
- ☐ separate pediatric pre-operative space
- ☐ check if no pediatric surgery is performed

9.5.F1

- ☐ Exam/testing room
- ☐ min. 80 sf
- ☐ charting counter/shelf
- ☐ sight/sound privacy
- ☐ Operating rooms/ Post-anesthesia recovery rooms

Class A: minor surgery (local anesthesia)

- ☐ check if service not included in project

9.5.F2.b

- ☐ Operating rooms
- ☐ min. 120 sf
- ☐ 10'-0" minimum dimension
- ☐ min. 3'-0" clearance on all sides of operating table
- ☐ X-ray film illuminator

- ☐ Handwashing station
- ☐ Vent. min. 6 air ch./hr
- ☐ Portable or fixed exam light
- ☐ Min. 2 el. duplex receptacles

9.5.F3

- ☐ Post-anesthesia recovery room
- ☐ min. 1 recovery station per OR
- ☐ min. 2'-6" clearance on sides and end of beds
- ☐ cubicle curtains
- ☐ beds located for direct observation from nurses station
- ☐ separate pediatric recovery space
- ☐ check if no pediatric surgery is performed
- ☐ space for parents

- ☐ 1 OX & 1 VAC
- ☐ Vent. min. 6 air ch./hr
- ☐ positive pressure
- ☐ Portable or fixed exam light

7.7B2

Policy

- ☐ Handwashing station
- ☐ Access to bedpan cleaning equipment
- ☐ 1 OX & 1 VAC for each bed
- ☐ Nurses call button at each bed
- ☐ Vent. min. 6 air ch./hr

Class B: intermediate surgery (sedation)

- ☐ check if service not included in project

9.5.F2.c

- ☐ Operating rooms
- ☐ sole access through restricted corridor
- ☐ min. 250 sf
- ☐ 15'-0" minimum dimension
- ☐ min. 3'-6" clearance on all sides of operating table
- ☐ X-ray film illuminator

- ☐ 2 OX & 2 VAC
- ☐ Vent. min. 15 air ch./hr
- ☐ positive pressure
- ☐ 2 remote return registers near floor level
- ☐ Portable or fixed exam light
- ☐ 8 elec. duplex receptacles (36" AFF)
- ☐ Lighting, all receptacles & fixed equipment on emergency power
- ☐ Emergency communication

9.5.F3

7.7B2

Policy

- ☐ Post-anesthesia recovery room
- ☐ min. 2 recovery stations per OR
- ☐ min. 3'-0" clearance on sides and end of beds
- ☐ sight/sound privacy
- ☐ beds located for direct observation from nurses station
- ☐ separate pediatric recovery space
- ☐ check if no pediatric surgery is performed
- ☐ space for parents

- ☐ Handwashing station
- ☐ Access to bedpan cleaning equipment
- ☐ 1 OX & 1 VAC for each bed
- ☐ Nurses call button at each bed
- ☐ Vent. min. 6 air ch./hr

ARCHITECTURAL REQUIREMENTS

Class C: major surgery (regional or general anesthesia)

☐ check if service not included in project

9.5.F2.d

- ___ Operating rooms
 - ___ sole access through restricted corridor
 - ___ min. 400 sf
 - ___ 18'-0" minimum dimension
 - ___ min. 4'-0" clearance on all sides of operating table
 - ___ X-ray film illuminator

9.5.F3

7.7B2

Policy

- ___ Post-anesthesia recovery room
 - ___ min. 3 recovery stations per OR
 - ___ min. 4'-0" clearance on sides and end of beds
 - ___ sight/sound privacy
 - ___ beds located for direct observation from nurses station
 - ___ separate pediatric recovery space
 - ☐ check if no pediatric surgery is performed
 - ___ space for parents

9.5.F4

- ___ Step-down recovery area
 - ___ number of stations is at least half the number of stations required for post-anesthesia recovery
 - ___ control station
 - ___ space for family members
 - ___ provisions for privacy
 - ___ convenient toilet room
 - ___ sized for patient & assistant
 - ___ nourishment facilities

**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- ___ 2 OX & 3 VAC
- ___ Vent. min. 15 air ch./hr
 - ___ positive pressure
 - ___ 2 remote return registers near floor level
- ___ Portable or fixed exam light
- ___ 8 elec. duplex receptacles (36" AFF)
- ___ Lighting, all receptacles & fixed equipment on emergency power
- ___ Emergency communication

- ___ Handwashing station
- ___ Access to bedpan cleaning equipment
- ___ 1 OX & 1 VAC for each bed
- ___ Nurses call button at each bed
- ___ Vent. min. 6 air ch./hr

- ___ Handwashing station
- ___ Vent. min. 10 air ch./hr (exhaust)
- ___ Handwashing station

ARCHITECTURAL REQUIREMENTS9.5.F5 SUPPORT SERVICES

- 9.5.F5.a ☐ Control station at entrance of operating suite
- 9.5.F5.b ☐ Drug distribution station
☐ refrigerator
☐ double locked storage
- 9.5.F5.c ☐ Scrub stations
☐ near each OR entrance
☐ each serves not more than 2 OR's
- 9.5.F5.d ☐ Soiled workroom(s)
☐ work counter
☐ waste receptacle
- 9.5.F5.e ☐ soiled workroom(s) convenient to OR's
- 9.5E3 ☐ Clean/sterile supplies
- 9.5.F5.f ☐ Anesthesia workroom for Class C surgery
☐ check if function & Class C surgery not included in project
☐ work counter(s) & racks for cylinders
☐ separate storage for clean & soiled items
☐ case cart & equipt storage
- 9.5.F5.g ☐ Medical gas supply & reserve storage
- 9.5.F5.h ☐ Equipment and stretcher storage
- 9.5.F5.i ☐ Staff change areas
☐ lockers
☐ showers
☐ toilets
☐ space for donning scrub suits and booties
☐ one-way traffic directly into surgical suite
- 9.5.F5.j ☐ Outpatient surgery change areas
☐ waiting room
☐ lockers
☐ toilets
☐ clothing change areas
☐ space for administering medications
- 9.5.F5.k ☐ Stretcher storage
- 9.5.F5.l ☐ Staff lounge
☐ Staff toilets
☐ off surgical suite
☐ near recovery area
- 9.5.F5.m ☐ Housekeeping room
- 9.5.F5.n ☐ Wheelchair storage
- 9.5.F5.o ☐ Access to crash carts for surgery & recovery
- 9.5.F5.p ☐ High-speed sterilizer

**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- ☐ Handwashing station
- ☐ Knee/foot controls
or
☐ Electronic sensor controls on emergency power (Policy)
- ☐ Handwashing station
☐ Clinical flushing-rim sink
☐ Vent. min. 10 air ch./hr (exhaust)
☐ negative pressure
- ☐ Vent. min. 6 air ch./hr
☐ Temperature/humidity control
- ☐ 1OX & 1 MA
☐ Sink(s)
☐ Vent. min. 8 air ch./hr
☐ all air exhausted to outdoors
- ☐ Vent. min. 8 air ch./hr
☐ all air exhausted to outdoors
- ☐ Handwashing stations
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Handwashing stations
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Service sink
☐ Vent. min. 10 air ch./hr (exhaust)

GENERAL STANDARDS**Details and Finishes**

- Corridor width:
 - ☐ min. 8'-0" corridor width in surgical suite
 - ☐ min. 5'-0" corridor width in other patient areas
- Staff corridors
 - ☐ min. corridor width 44"
- ☐ Two remote exits from each outp. facility suite & floor
- ☐ Fixed & portable equipment recessed does not reduce required corridor width (9.2.H1.c)
- ☐ Work alcoves include standing space that does not interfere with corridor width
 - ☐ check if service not included in project
- Doors:
 - ☐ doors min. 3'-0" wide (9.2.H1.d)
 - ☐ all doors are swing-type (Policy)
 - ☐ doors do not swing into corridor (Policy)
- Patient toilet room doors
 - ☐ outswinging or on pivots
 - ☐ can be opened by staff in an emergency
- ☐ Glazing (9.2.H1.e):
 - ☐ safety glazing or no glazing under 60" AFF & within 12" of door jamb
- ☐ Thresholds & expansion joints flush with floor surface
- ☐ Handwashing stations located for proper use & operation (9.2.H1.g)
 - ☐ min. 15" from centerline to side wall (Policy)
- Vertical clearances (9.2.H1.j):
 - ☐ ceiling height min. 7'-10", except:
 - ☐ 7'-8" in corridors, toilet rooms, storage rooms
 - ☐ sufficient for ceiling mounted equipment
 - ☐ min. clearance 6'-8" under suspended pipes/tracks
- Floors (9.2.H2.c):
 - ☐ floors easily cleanable & wear-resistant
 - ☐ washable flooring in rooms equipped with handwashing stations (Policy)
 - ☐ non-slip floors in wet areas
 - ☐ wet cleaned flooring resists detergents
 - ☐ monolithic floors & integral bases in operating rms
- Walls (9.2.H2.d):
 - ☐ wall finishes are washable
 - ☐ smooth/water-resist. finishes at plumbing fixtures
- Ceilings:
 - Restricted areas (operating rooms)
 - ☐ monolithic ceilings (7.28.B8)
 - Semi-restricted areas
 - ☐ monolithic ceilings **or** ☐ washable ceiling tiles (7.28.B8) with gasketed & clipped down joints

ELEVATORS

- ☐ Provide at least one elevator in multistory facility **or** ☐ Each floor has an entrance located at outside grade level or HC accessible by ramp from outside grade level
- ☐ wheelchair accessible
- ☐ each elevator meets 9.30.B requirements

Mechanical (9.31.D)

- ☐ Mech. ventilation provided per Table 7.2
- ☐ Exhaust fans located at discharge end
- ☐ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes
- ☐ Contaminated exhaust outlets located above roof
- ☐ Ventilation openings at least 3" above floor
- ☐ Central HVAC system filters provided per Table 9.1

Plumbing (9.31.E)

- Handwashing station equipment
 - ☐ handwashing sink
 - ☐ hot & cold water
 - ☐ single lever or wrist blades faucet
 - ☐ soap dispenser
 - ☐ hand drying facilities
- Sink controls (9.31.E1):
 - ☐ hands-free controls at all handwashing sinks
 - ☐ blade handles max. 4½" long
 - ☐ blade handles at scrub, clinical sinks min 6" long
- ☐ Medical gas outlets provided per 9.31.E5 & Table 9.2
- ☐ No flammable anesthetics

Electrical (9.32)

- ☐ All occupied building areas shall have artificial lighting (9.32.D3)
- ☐ Emergency power complies with NFPA 99, NFPA 101 & NFPA 110 (9.32.H)